



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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IN REPLY
REFER TO

DLMSO

APR 24 2008

MEMORANDUM FOR MILITARY ASSISTANCE PROGRAM ADDRESS
DIRECTORY (MAPAD) PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Proposed Defense Logistics Management System (DLMS) Change (PDC)
309, Military Assistance Program Address Directory (MAPAD) Procedures

We are forwarding the attached proposed change to DOD 4000.25-M, Defense Logistics Management System (DLMS), for evaluation and submission of a single coordinated DOD Component position. The attached PDC contains the new procedures that reflect the results of the pending MAPAD reengineering effort. These procedures will be formally published as Chapter 3 of new Volume 6 of the DLMS Manual when the pending reengineering is implemented.

Request you review the attached proposed change and provide your comments/concurrence to DLMSO not later than **30** days from the date of this memorandum. If nonoccurrence is provided, please provide an alternate method to meet the requirement being addressed.

Addressees may direct questions to the DLMSO points of contact, Mr. Robert Hammond, DLMSO, DOD Activity Address Directory Process Review Committee Chair, 703-767-2117, DSN 427-2117 or email: robert.hammond@dla.mil. Others must contact their Component designated representative.

DONALD C. PIPP
Director
Defense Logistics Management
Standards Office

Attachment

cc:

DUSD(L&MR)SCI

PDC 309
MAPAD Update to Military Assistance Program Address Directory Procedures

1. ORIGINATOR:

- a. **Service/Agency:** Defense Logistics Management Standards Office (DLMSO)
- b. **Originator:** Mr. Robert Hammond, DLMSO, DOD Activity Address Directory Process Review Committee Chair, e-mail: Robert.Hammond@dla.mil

2. FUNCTIONAL AREA: Military Assistance Program Address Directory (MAPAD)

3. REFERENCE: DoD 4000.25-M, Defense Logistics Management System (DLMS), Volume 6 (new chapter 3)

4. REQUESTED CHANGE:

- a. **Description of Change:** This change documents the new procedures that are applicable to the reengineered MAPAD.
- b. **Background:** The MAPAD is undergoing a reengineering effort by DAASC. In its current form, all updates to MAPAD address information are handled by DAASC. The reengineered version will allow the Central Service Points (CSP) to create and maintain data directly through an internet-based application. These enhancements are intended to improve the overall quality of the MAPAD data.
- c. **Procedures:** Revise DoD 4000.25-M by adding the enclosure as new Chapter 3 in Volume 6.
- d. **Approach:** DAASC will make both database and code changes to implement the reengineered MAPAD. The revised DoD 4000.25-M Volume 6, Chapter 3, will replace the existing DoD 4000.25-8-M when the reengineered version is deployed.

5. REASON FOR CHANGE: The current MAPAD is not directly accessible by the CSPs. Inserts and modifications have to be submitted to DAASC, and all data entry is handled by DAASC. The reengineered version will allow direct access by the CSPs. The updated manual also reflects updated procedures that have been discussed at MAPAD PRC meetings, but are not included in the existing DoD 4000.25-8-M.

6. ADVANTAGES AND DISADVANTAGES:

- a. **Advantage:** Publishes updated procedures applicable to the MAPAD usage and maintenance.
- b. **Disadvantages:** None.

7. IMPACT:

a. This change will replace DoD 4000.25-8 with revised procedures to be published in DLMS Volume 6, Chapter 3.

b. **Implementation:** The publication of the new procedure should coincide with the deployment of the reengineered MAPAD application.

Enclosure to PDC 309

C3. CHAPTER 3.

MILITARY ASSISTANCE PROGRAM ADDRESS DIRECTORY (MAPAD)

C3.1. GENERAL

C3.1.1. Purpose. This chapter establishes information requirements for the Military Assistance Program Address Directory (MAPAD). This chapter prescribes the standards to establish, maintain, publish, and disseminate address data to requiring Military Service organizations, Federal Agencies, foreign country representatives, freight forwarders, and commercial firms under DoD contracts who are engaged in supply and/or shipment of material applicable to the Foreign Military Sales (FMS) and Military Assistance Program (MAP) Grant Aid programs.

C3.1.2. Assignment. The Military Assistance Program Address Code (MAPAC) is a six position code that uniquely identifies a unit or activity. MAPACs are stored in the Military Assistance Program Address File (MAPAF). Changes and additions to MAPAF are made by the the Service Central Service Points (CSPs), who are identified at: https://today.dla.mil/j-6/dlmsso/SvcPointsPOC/ServicePoints/members_MAPAD_FocalPoints.doc

C3.1.3. General Architecture. The MAPAD architecture provides the capability to control, maintain, and provide access to the most accurate and current data related to MAPACs in near real-time. This is accomplished by using database of codes and address data maintained and available twenty-four hours per day, seven days per week at Defense Automatic Addressing System Center (DAASC).

C3.1.3.1. Functional Architecture: DLMSO is the MAPAD System Administrator, and is responsible for ensuring that the MAPAD directory meets the requirements of authorized MAPAD users. DAASC is the MAPAD Central Control Point, and is responsible for meeting the requirements of the MAPAD System Administrator and maintaining the hardware, software, and help desk resources to ensure MAPAD user's operational requirements are met. The CSPs are responsible for ensuring the accuracy and currency of the MAPAD data for the MAPACs assigned to them. The CSPs can, if they choose, establish MAPAD Monitors, delegating portions of their responsibilities (defined in the ACCESS section of this document) for review and approval of MAPAD maintenance actions; however, the CSPs are ultimately responsible for the accuracy and currency of the data pertaining to the MAPACs assigned to them. The technical architecture below supports the CSP MAPAD data currency and accuracy. The complete list of roles and responsibilities for each of the organizations above is discussed later in this chapter.

C3.1.3.2. Technical Architecture

C3.1.3.2.1. MAPAD Data Maintenance. The CSPs or their designated CSP Monitors update the MAPAD via the Web. This applies only to the directory entries the CSP is responsible for and is authorized to update. All CSPs shall use the DAASC MAPAD Web maintenance application to perform maintenance actions. The MAPAD Web maintenance application ensures that data validation is consistent, and that completed maintenance actions update a single authoritative source database at DAASC in near real-time. Access controls are built into the technical architecture to control who and what can be updated based on user ID and level of access granted (see ACCESS for access levels).

C3.1.3.2.2. Database Structure. The MAPAD database is supported by Commercial-Off-The-Shelf (COTS) software that easily supports the addition of new data types as requirements dictate.

C3.1.3.2.3. MAPAD Application System Access. The MAPAD authoritative source database is available 24 hours a day, 7 days a week. Application systems requiring access to MAPAD data to support their processing have three options. First, database replication can be put in place for the application, so that application has near real-time access to a copy of the authoritative source. Through the use of a replication process maintained by DAASC, the replicated copy is constantly synchronized with the authoritative source database. Second, direct connect access to the authoritative source database can be established. Both of the above access methods ensure that the application is always using the exact same data contained on the MAPAD authoritative source database. Components who desire near real-time access can establish a replication link to the MAPAD by contacting DAASC. The third, and least preferred, option is batch processing; however, DAASC will continue to support batch transaction processing for the foreseeable future. The goal, however, is to encourage all users of the MAPAD to switch to real-time replication processing (if possible).

C3.1.4. Applicability and Scope. This directory is applicable to the Army, Navy, Air Force, Marine Corps, General Services Administration (GSA), Defense Logistics Agency (DLA), and other activities which have agreed to participate in the system (hereinafter referred to as DoD Components). Also, this directory applies to the DAASC, to commercial organizations which enter into material and service contracts with DoD, and activities of other Federal Agencies which maintain logistics support agreements with DoD.

C3.2. POLICY. Under provisions of [DoD 4140.1-R](#), "Supply Chain Material Management Regulation", it is the policy of the Department of Defense that:

C3.2.1. MAPAD shall be disseminated, as required, to DoD Component user levels. Supplemental procedures issued by DoD Components or Federal Agencies are authorized when additional detailed instructions are required internally.

C3.2.2. The procedures contained in this manual will be uniformly implemented by the DoD Components.

C3.2.3. Recommended administrative and policy changes to the MAPAD will be forwarded to the DoD MAPAD System Administrator for review and coordination with the DoD Components. Approved changes will be scheduled for implementation in the monthly update following the date agreed upon by the DoD Components. Urgent changes will be implemented on a priority basis.

C3.2.4. Changes of an administrative nature or changes affecting one Component, system, etc., will be effective at a time mutually agreed upon by the affected DoD Components and the DoD MAPAD System Administrator.

C3.2.5. Implementation dates for approved changes will be coordinated with the DoD Components or as directed by the DUSD(L).

C3.2.6. Additions, revisions, and/or deletions to the master MAPAF for FMS addresses will be processed by the responsible CSP.

C3.2.7. International mail addresses and addresses of U.S. activities will not be used for receipt of FMS shipments except when specifically authorized by a United States Department of Defense Letter of Offer and Acceptance.

C3.2.8. Request for publication of Special Instruction Indicator (SII) code "S" special instructions will be approved by the DoD Component before they are published in the MAPAD.

C3.2.9. With the exception of country/international organization codes, alphabets "I" and "O" will not be used as codes in MAPAD.

C3.3. ACCESS

C3.3.1. User Access. There are multiple levels of access governed by the roles of the user. The MAPAD System Administrator (DLMSO) shall set the access governing policy and the DAASC shall maintain the access controls to the system. All update access is user ID and password controlled, in addition to DoD Public Key Infrastructure (PKI) requirements.

C3.3.2. Access Requests. DAASC provides a WEB screen from which potential users can request access. This screen requests information regarding the type of access required (drop down list), information about the requestor (fill in the blanks), need for access (drop down), component affiliation (drop down), and requests that they enter and verify their desired password (fill in blanks). Access also requires a signed access permission request, which may be forwarded via email to both the MAPAD System Administrator and DAASC for approval. Upon approval DAASC, will send an email back to the requestor notifying them of the approval or denial. If access has been

granted, DAASC will send two separate emails back to the requestor: one contain the user ID, and another for the password.

C3.3.2.1. Passwords are assigned by DAASC, but must be changed to a new password the first time the user logs into the system. Passwords must comply with the following:

C3.3.2.1.1. Must contain at least one upper case letter, one lower case letter, one numeric character, and one of the following non-alphanumeric characters
"%&() * + , - . : ; < = > ? _ | .

C3.3.2.1.2. Must contain at least eight and not more than 25 characters

C3.3.2.1.3. Dictionary words should be avoided

C3.3.2.1.4. Must be changed every 90 calendar days

C3.3.2.2. Passwords are case sensitive

C3.3.2.3. Accounts not used in 180 consecutive days will be deleted.

C3.3.3. Database Profiles. The system provides a database profile of all users with access by access level and maintains statistics on the number of accesses and types of access (update, query, download) by user. The system maintains data on attempted unauthorized accesses, and notifies the MAPAD System Administrator and DAASC via email for each unauthorized access attempt.

C3.3.4. Access Levels and Authorities

C3.3.4.1. System Administration Level. This highest level of access is provided only to the MAPAD System Administrator and DAASC. They will have access to all data and will be able to download any information in the data base. They will also have access to all user profiles and usage data.

C3.3.4.2. Component CSP Level. This level of access is granted to the individual designated in writing by each DoD Component as their CSP. Each Component shall provide the name of their CSP to the MAPAD System Administrator, who will notify DAASC. The user ID will be structured such that, when a CSP logs into the system, the system recognizes the CSP and the MAPACs and related information for which that CSP has responsibility. The CSP has the ability to access all information in the database and can update any information for the Component for which they have responsibility. A CSP will not be able to update information on other Component MAPACs, i.e., the Army CSP will not be able to update Navy MAPACs or the information related to them. The exception to this rule is if the Sponsored Service indicator is entered. If the Sponsored Service indicator is present, access is restricted to users in the same Component area as the Sponsored Service (e.g., the Army CSP

will not be able to update a MAPAC with the Sponsored Service indicator set to the Navy). The CSP also has access to all data relating to the user profiles and usage data for the users affiliated with the DoD Component for which they are responsible.

C3.3.4.3. DoD Component Sub-Delegation CSP Levels. Component level CSPs can delegate/sub-divide their responsibility for file maintenance of the MAPACs for which they are responsible. A maximum of 20 delegations (or Monitors) per CSP are allowed. Each CSP must identify to the MAPAD System Administrator and DAASC the individuals to whom sub-delegations are being made and the MAPACs that each is responsible for in the MAPAD. The user identification (ID) shall be structured such that, when a CSP Administrator or Monitor logs into the system, the system recognizes the CSP Administrator or Monitor, the MAPACs, and related information for which that CSP Administrator or Monitor has responsibility. The CSP Administrator or Monitor shall have the ability to access all information in the database and can update any information for the Component for which they have been assigned responsibility by their CSP. A CSP Administrator or Monitor will not be able to update information on other Component MAPACs, or MAPACs assigned to another CSP Administrator or Monitor within their Component.

C3.3.4.4. General Access Level. This level provides user access to view any general information in the database via the DAASINQ query program for a specific MAPAC.

C3.4. RESPONSIBILITIES

C3.4.1. The DoD MAPAD System Administrator is responsible for administering the MAPAD system under the policy guidance of the Deputy Under Secretary of Defense (DUSD(L)). The DoD MAPAD System Administrator shall:

C3.4.1.1. Perform analysis and design functions in coordination with Services/Agencies to implement guidance and instructions provided by DUSD(L) and ensure the involvement of telecommunications planning in an integrated system design.

C3.4.1.2. Recommend system improvements and additional policies, as required, during the development of procedures.

C3.4.1.3. Develop, publish, and maintain this directory in a current status. This includes responsibility to:

C3.4.1.3.1. Evaluate and coordinate administrative and/or policy change proposals with the the DoD Components and furnish a copy of all change proposals to DUSD(L).

C3.4.1.3.2. Ensure uniform implementation consistent with DoD policies and procedures by taking action to:

C3.4.1.3.2.1. Review all implementing instructions issued by the DoD Components to ensure continuing conformance of revisions to the approved system.

C3.4.1.3.2.2. Review implementation plans and implementation dates of the DoD Components and make recommendations for improvements.

C3.4.1.3.2.3. Review and coordinate with the DoD Components all requests for system deviations and exemptions and make appropriate recommendations to DUSD(L) based on fact-finding studies and/or analysis of accompanying justification.

C3.4.1.3.2.4. Conduct periodic evaluations to determine effectiveness of the system.

C3.4.1.3.2.5. Conduct staff assistance visits, through onsite visitations, to furnish clarification (if required) and ensure uniform interpretation of system requirements.

C3.4.1.3.2.6. Secure semiannually, from the DoD Components, status information concerning implementation of approved system revisions.

C3.4.1.4. Establish a PRC composed of CSP representatives from each of the participating DoD Components and DAASC. Convene a PRC meeting, as required, and issue fully documented minutes of these proceedings to each participating DoD Component representative. To the maximum extent practical, the meeting, together with the agenda items, will be announced 30 calendar days in advance of the scheduled meeting.

C3.4.1.5. Provide the DoD Component CSPs with a list of approved changes for which implementation status is required upon publication of a formal MAPAD change. The status report will provide an orderly cyclic record of DoD Component implementation of approved MAPAD changes.

C3.4.1.6. Review and evaluate curricula of DoD Component training schools which offer courses related to the MAPAD and make recommendations for improvement.

C3.4.1.7. Assist in resolving problems, violations, and deviations which arise during system operations and are reported to the DoD MAPAD System Administrator. Unresolved problems and/or continued violations will be referred to DUSD(L) for resolution and/or corrective action.

C3.4.2. DAASC is responsible for program execution. Tasks include (but are not limited to):

C3.4.2.1. Hardware and software acquisition

C3.4.2.2. Technical design and database maintenance

C3.4.2.3. Testing and system interface connectivity

C3.4.2.4. Hardware and software maintenance and refreshment

C3.4.3. Heads of participating DoD Components shall:

C3.4.3.1. Designate an office of primary responsibility for MAPAD to serve as the system CSP and identify by name to the DoD MAPAD System Administrator a primary and an alternate CSP representative for the MAPAD.

C3.4.3.2. Implement MAPAD procedures and changes thereto by publishing orders, directives, or instructions to ensure clarity of understanding and compliance. One copy of such orders, directives or instructions will be forwarded to the DOD MAPAD System Administrator.

C3.4.3.3. Provide the DoD MAPAD System Administrator with a semiannual status report concerning implementation of approved MAPAD changes. The report will be submitted at the request of the DoD MAPAD System Administrator, as specified by DoD Directive 4140.1 (reference (a)).

C3.4.3.4. Accomplish internal training to ensure timely and effective implementation and continued operation of approved systems and furnish copies of all training instructions concerning the respective systems and subsequent revisions thereto to the DoD MAPAD System Administrator.

C3.4.3.5. Review, evaluate, and update, at least annually, the curriculum of internal training programs to ensure adequacy of training.

C3.4.3.6. Provide representation to joint system design and development efforts and onsite evaluations of the MAPAD in coordination with the DoD MAPAD System Administrator.

C3.4.3.6. Review internal procedures continually with the objective of eliminating and preventing duplication of record keeping, reports, and administrative functions related to information provided by the MAPAD.

C3.4.3.7. Ensure that all operating activities under their jurisdiction comply with this manual. Report to the DoD MAPAD System Administrator those problems, violations, and deviations which arise during system operations.

C3.4.4. The DoD CSPs shall:

C3.4.4.1. Serve on the MAPAD PRC. This committee will participate in the development, implementation, and maintenance of the system. The decisions reached

at the PRC meetings should represent the DoD Component positions unless otherwise agreed upon by the attendees.

C3.4.4.2. Ensure continuous liaison with the DoD MAPAD System Administrator and other DoD Components.

C3.4.4.3. Evaluate all suggested changes to the MAPAD which originate within their organization. Beneficial suggestions will be evaluated initially by the CSP. If suggestions are received by the DoD MAPAD System Administrator directly for evaluation, they will be forwarded to the appropriate DoD Component CSP for review and evaluation. If the suggestion is considered worthy of adoption, the CSP will submit an official change proposal to the DoD MAPAD System Administrator, stipulating specific narrative changes to the manual. Such proposed changes will be coordinated in the normal manner with awards determined by the CSPs in accordance with existing procedures.

C3.4.4.4. Develop and submit official change proposals to the DoD MAPAD System Administrator with justification and expected benefits.

C3.4.4.5. Develop and submit to the DoD MAPAD System Administrator a single, coordinated DoD Component position on all system change proposals within the time limits specified by the DoD MAPAD System Administrator.

C3.4.4.6. Ensure CONUS addresses are authorized by the Defense Investigative Service (DIS) to receive/process material/documents classified SECRET/CONFIDENTIAL. The procedures are as follows:

C3.4.4.6.1. The country representative shall submit a clearance request for any activity that has been selected to receive/process material/documents classified SECRET/CONFIDENTIAL for their FMS cases to their MAPAD CSP within the DoD Component's International Logistics Control Office (ILCO). The clearance request will be in writing and will include the full name and address of the selected activity.

C3.4.4.6.2. The CSP shall submit the request to the DIS. The DIS will conduct a security clearance survey in accordance with the requirements set forth in DoD 5200.1-R, "Information Security Program Regulation." The country representative will be notified directly by DIS of their findings with an information copy to the CSP.

C3.4.4.6.3. The CSP shall enter the applicable MAPAC data via the MAPAD WEB entry.

C3.4.4.7. The CSP are responsible for ensuring the accuracy and currency of the MAPAD data for the MAPACs assigned to them and for all file maintenance action applicable to the addresses in the MAPAD. Requests may be received from the following sources in addition to country representatives:

C3.4.4.7.1. Freight Forwarder. A Freight Forwarder may process requests for a change of address to the existing addresses for receipt of material/documentation, except TACs A, B, C, or D addresses which must have prior approval by the Defense Investigative Service.

C3.4.4.7.2. U.S. Government Representatives Located CONUS/Overseas

C3.4.4.7.2.1. Authorized U.S. Government representatives located overseas may process a request for addition, revision, and/or deletion of any MAPAD address, provided they indicate that the request has been coordinated with the country representative.

C3.4.4.7.2.2. Authorized U.S. Government representatives may process a request for addition, revision, and/or deletion for APO/FPO addresses and addresses to receive classified freight shipments without stating that the request has been coordinated with the country representative.

C3.4.4.7.2.3. CSPs may process a request for addition, revision, and/or deletion of special project addresses, such as assembly/consolidated shipment point addresses, without coordination with the customer country or authorized U.S. Government representative.

C3.4.4.7.2.4. CSPs may process requests for deletion of MAPACs after the following procedures have been used to close all their cases associated with the MAPAC:

C3.4.4.7.2.5. Query the country for validation of the MAPAC. (Note: The query must be approved by the Services' senior country desk officer.)

C3.4.4.7.2.6. After 3 months, if there is no response from the country, send a second follow-up to the country, advising that no response will mean an automatic deletion from the MAPAD.

C3.4.4.8. Additions, revisions, and deletions to the master MAPAF for MAP Grant Aid addresses will be made only by responsible CSP following a request from an authorized U.S. Government representative or the DoD Component.

C3.5. SYSTEM MAINTENANCE

C3.5.1. Revisions to the MAPAD result from a release or change to DoD instructions/directives, policy changes, and by recommendation of the DoD Components.

C3.5.2. Recommended proposed changes to the administration and support of the MAPAD are handled through the documented DLMS change process (see Volume 1 at: <http://www.dla.mil/j-6/dlms/elibrary/manuals/dlms/v1.asp>).

C3.6. USE OF MAP ADDRESS CODES IN MILSTRIP

C3.6.1. Activities that prepare FMS and MAP Grant Aid requisitions must ensure that ship-to/mark-for addresses are published in the MAPAD before requisitions are entered into the supply system. Conversely, addresses should be deleted only after all logistics transactions have been completed, or a cross-reference address has been provided. The number of addresses containing SII "A" may be reduced without a cross-reference being provided. When shipping activities are unable to select an address or when clarification and/or identification of specific ship-to/mark-for addresses is required, the appropriate freight forwarder/Component assistance office will provide assistance.

C3.6.2. Instructions for construction and use of MAPACs for FMS shipments are contained in Section C3.9.

C3.6.3. Instructions for construction and use of MAPACs for Grant Aid shipments are contained in Section C3.22.

C3.7. COMPOSITION OF CLEAR TEXT ADDRESSES

C3.7.1. General applications are as follows:

C3.7.1.1. Clear text addresses for each assigned MAPAC shall be constructed to ensure timely and efficient delivery of material and documentation in accordance with the negotiated delivery conditions of the sales agreement for all FMS MAPACs and MAP Grant Aid agreements.

C3.7.1.2. Each ship-to address will be limited to five lines of 35 or fewer positions for each line. This restriction is necessary to accommodate the space limitations on supply documents, transportation documents, labels, and for standardization in ADP programs.

C3.7.1.3. Addresses can not contain a tilde (~). Special characters such as ampersand (&) and parentheses are acceptable, but the tilde is used by DAASC as a delimiter. Its use is restricted.

C3.7.1.4. Abbreviations shall be used only when they are essential to movement of material/documents and can be recognized by the Services/Agencies, contractors, or foreign government representatives involved.

C3.7.1.5. Domestic mail addresses shall be constructed to include activity name, post office box number, street address, city, state, and ZIP + four code. When the address requires additional information (i.e., exceptions), special instructions will be included in the introduction to the appropriate country address listing. However, other information such as attention lines, may be included in any address line except the street address, city, state, or ZIP + four Code line. Post Office box numbers will not be accepted for ship-to addresses without SIIs.

C3.7.1.6. Use of APO/FPO addresses must be specifically authorized by United States Department of Defense Letter of Offer and Acceptance. Additionally, their use requires the written approval of the addressee, stating that they will accept full responsibility for receiving material/documentation. Army-Air Force and Fleet Post Office addresses shall be constructed to include activity name, office symbol or code, post office box number, APO/FPO number and Zip + four Code. When the address requires additional information (i.e., exceptions), special instructions will be included in the introduction to the appropriate country address listing. Other information, such as attention lines may be included in any address except the APO/FPO line.

C3.7.1.7. International mail addresses are not to be used in shipping FMS or Grant Aid items unless specifically authorized by United States Department of Defense Letter of Offer and Acceptance.

C3.7.1.8. Use of the Department of State pouch requires the written approval of the addressee that they will accept full responsibility for receiving material/documentation. All addresses for shipping small parcels through the Department of State should be constructed as follows: Name of Activity (authorized U.S. Government representative located overseas); City (not the country); Department of State; Washington, DC 20521-XXXX

C3.7.1.9. Addresses for distribution of status documents, shall not include Communication Routing Indicators. (See appendix AP3 for address identification.) The mail address will be constructed as outlined in subparagraph C3.7.1.7., above. When status can be transmitted by electronic means, a second address will be established to identify the activity and geographical location, so the communication center can select the appropriate communication routing indicator.

C3.7.1.10. For deletion of a MAPAC, all logistics transactions containing the deleted MAPAC must have been completed or instructions for processing logistics transactions still in the system must be provided to the CSP. Accordingly, one of the following must be accomplished:

C3.7.1.10.1. When addresses for another MAPAC are to be used for processing requisitions, the deleted clear text addresses will be replaced with an address reference which reads "Deleted. Use MAPAC (*insert appropriate code*) addresses." This will be a TAC 9 (see appendix AP3) and will remain in the MAPAD for 5 years. Also, the replacement MAPAC will be entered in the cross reference field of the deleted MAPAC.

C3.7.1.10.2. When addresses of another MAPAC are not to be used for processing logistics transactions, SII "S" shall be included in the directory and the clear text address field will be blank. Appropriate instructions for addressing outstanding transactions must be included in the special instruction portion of the address listing.

C3.7.2. Foreign Military Sales Address Composition

C3.7.2.1. Domestic freight addresses shall be constructed to include the name and address of the freight forwarder/country representative, street address, city, state, and ZIP + four code. Other information, such as attention lines, can be included on any address line other than the street address, or the city, state, and ZIP + four Code lines. Addresses containing telephone numbers will be constructed at a request from the freight forwarder/country representative for notification by the carrier prior to delivery, subject to additional charges. Therefore, all such entries should be closely coordinated with the country representative to determine if prior notice and its subsequent charges are actually required.

C3.7.2.2. Mark-for addresses shall be constructed to provide for delivery to the ultimate consignee.

C3.7.2.3. When FMS shipments are to be delivered to an overseas port of debarkation or delivered to destination, the mark-for address will be used with the WPOD or APOD, as appropriate. If the port of debarkation is located in a country other than the customer country, the customer must obtain approval authority from the transiting country and confirm this authority prior to MAPAD entry. When the shipment is made to an APO/FPO address, the mark-for address should be placed on the parcel in such a way that it will not be confused with the APO/FPO address. This will avoid the possibility of the parcel being inadvertently routed through international mail.

C3.7.2.4. Addresses for receipt/processing of classified mail or material must meet the requirement for classification of CONFIDENTIAL or SECRET as prescribed by DIS. Addresses for receipt of classified small parcel shipments and freight shipments will be published only when approved as prescribed herein. Request for publication of these addresses will be accepted from the country representative designated in the country introduction page and under circumstances described below by a U.S. Service representative. The requests will be submitted to the CSP.

C3.7.2.5. U.S. Government facilities and foreign government property such as embassies, missions, etc., are exempt from actual security clearance inspection, but a request for MAPAD address input will still be submitted to the DoD MAPAD CSP servicing that property. The DoD MAPAD CSP will:

C3.7.2.5.1. Transmit the request for a facility security clearance survey to:

DEFENSE SECURITY SERVICE
DEFENSE INDUSTRIAL SECURITY CLEARANCE OFFICE (DISCO)
ATTN: FACILITY CLEARANCE BRANCH
2780 AIRPORT DRIVE SUITE 400
COLUMBUS OHIO 43219-2268

Phone: 888-282-7682

Fax: 614-827-1523

requesting the response be made directly to the country representative/U.S. Service representative with an information copy provided to the DoD MAPAD System Administrator. A copy of this transmittal and the enclosed request for a facility security clearance survey will be provided to all three ILCOs and the requesting country representative/U.S. Service representative.

C3.7.2.5.2. When DIS determines that a freight forwarder (or other intended CONUS recipient) has the capability to receive/store material classified CONFIDENTIAL/SECRET, the requestor for clearance will be notified and an information copy provided to all three ILCOs and the DoD MAPAD System Administrator. (Appendix AP3 details how these addresses are identified.) The correspondence directing publication of the addresses shall cite the letter from the DIS as authority. A copy of this correspondence shall be provided to each DoD Component MAPAD Central Service Point.

C3.7.2.5.3. When DIS determines that a freight forwarder (or other intended CONUS recipient) cannot be cleared or has been found incapable of safeguarding classified shipments, the DIS shall notify all three ILCOs via email and follow-up by letter. The requestor for clearance will also receive a copy of the letter.

C3.7.2.5.4. In order for a freight forwarder (or other intended recipient) to receive classified shipments for more than one country, a separate request must be submitted for each individual country. These requests shall be submitted and processed as outlined above.

C3.7.3. Map Grant Aid Address

C3.7.3.1. When a small parcel shipment is not acceptable to the authorized U.S. Government representative located overseas, as indicated by the absence of a TAC 1 address, material will be shipped to the freight address (TAC 2).

C3.7.3.2. An international mail address may be used when an APO/FPO does not operate but must be specifically authorized by United States Department of Defense Letter of Offer and Acceptance.

C3.7.3.3. The clear text address column will normally be blank for a TAC 2 address. The appropriate WPOD or APOD shall be used with the TAC M address for this MAPAC to consign material shipments. The TAC 2 clear text address field shall contain the name and geographical location of the civil airport to be used for commercial air shipments if commercial air is authorized. The APOD field shall contain the three-position air terminal identifier code for the airport to be used for delivery of material by

U.S. Military aircraft. The WPOD field will contain the appropriate three-position water port designator code in accordance with Defense Transportation Regulation (DTR).

C3.7.3.4. The TAC M address will be constructed to ensure efficient delivery of material after reaching the WPOD or APOD.

C3.8. MAPAD AUTOMATED FILES

C3.8.1. The automated MAPAD file enables automated and manually operated DoD Component activities to be routinely informed of current changes to the master file. To ensure the most current information is made available to those activities having a recurring operational requirement for the address data, all DoD Components should take full advantage of this feature.

C3.8.2. DoD Components requiring the automated address file for processing of documentation under the DLMS or for expeditious dissemination of data to activities with manual operations shall request the file from DAASC. In the near term later changes which are accepted for incorporation into the address file shall be distributed to designated DoD Component activities by DAASC using formats prescribed in appendices AP6 through AP11. The preferred method of dissemination is through data replication. DoD Components requiring the automated address file for internal use should coordinate with DAASC to replicate the MAPAD database.

C3.8.3. Transmission of transaction changes from DAASC to the designated DoD Component activities shall be by electrical transmission using content indicator IHAF. A separate transaction shall be made for each MAPAC and TAC that is to be added, revised, or deleted. The document identifier code will identify the action to be taken on the assigned effective/deletion date. Formats are in appendix AP7. The transmission of transaction will only be supported until replication can be established.

C3.9. FREIGHT FORWARDER (FF)/SERVICE ASSISTANCE OFFICE. Problems in transportation during delivery of FMS material to an FF should be referred to the shipper if the material is moving on a GBL or prepaid small parcel carrier.¹ Problems with the carrier in transportation of material moving on a commercial (collect) bill of lading should be resolved between the carrier and freight forwarder. Problems in documentation, misdirected shipments, etc., shall be referred to the shipper. If these problems cannot be resolved between the FF and shipper, the appropriate Component assistance office listed below

Table C3.T1. DoD Component Assistance Offices

¹ Refer to Definitions and Terms for clarification.

Army	<p>U. S. Army Security Assistance Command ATTN: Transportation Office 54 "M" Avenue, Suite 1 New Cumberland, PA 17070-5096</p> <p>Telephone Commercial: (717) 770-6843 or 7398 DSN 771 Fax Commercial: (717) 770-7909 DSN 771</p>
Navy and Marine Corps	<p>NAVAL INVENTORY CONTROL POINT PHILADELPHIA 700 ROBBINS AVENUE BLDG 4B CODE OF INTERNATIONAL PROGRAMS ATTN: TRANSPORTATION DEPARTMENT CODE P764 PHILADELPHIA PA 19111-5095</p> <p>Telephone: 215-697-1340/1155/5103; DSN: 442-1340/1155/5103</p> <p>FOR MISDIRECTED/FRUSTRATED SHIPMENTS:</p> <p>Telephone: 215-697-1340/1155/5103, DSN: 442-1340/1155/5103 Fax: 215-697-5026/0766, DSN: 442-5026/0766</p>
Air Force	<p>Air Force Security Assistance Center (AFSAC) 555 ILS/Dist Flt 5454 Buckner Road, Bldg 209 Wright-Patterson AFB OH 45433</p> <p>Telephone: 937-656-3581/1457; DSN: 986-3581/1457 Fax: 937-656-1155/ DSN: 986-1155</p> <p>E-mail: m555.ils.transportation@wpafb.af.mil</p>

C3.10. FMS SHIPMENT BACKGROUND AND GENERAL INSTRUCTIONS

C3.10.1. The FMS Program is defined as that portion of the United States Security Assistance Program under which the recipient provides reimbursement for defense articles and services. It is authorized by the Foreign Assistance Act of 1961, as amended (reference (g)) and the Arms Export Control Act of 1976, as amended (reference (h)). All FMS shipments are a result of a negotiated agreement between the U.S. Government and the Government of the purchasing country (reference (e)).

C3.10.2. FMS requisitions have been designed to be processed in the same manner as DoD logistics transactions; however, there are some instances where they will differ, i.e., construction of MILSTRIP requisition document numbers and the use of supplementary addresses. The following are general instructions used in shipping FMS material:

C3.10.2.1. There will be circumstances when deviations to the shipping instructions contained in the requisition will be authorized; however, the original requisition shall not be changed. An example of a deviation is when a shipment, originally scheduled for delivery to a freight forwarder, is redirected into the DTS system for direct delivery to an overseas location.

C3.10.2.2. To use the MAPAD to find in-the-clear, ship-to and mark-for addresses, both the document number and the supplementary address shall be used. There are two very important factors to remember when constructing an MAPAC:

C3.10.2.2.1. The requisition numbers for FMS are not constructed the same way requisitions are constructed for the DoD Components.

C3.10.2.2.2. The first six positions of the document number cannot be considered to be the same as a MAPAC.

C3.10.2.3. Because Canada has no freight forwarders in the United States, the construction of their MAPACs is an exception to the rule. Refer to Section C3.13. for construction of Canadian MAPACs.

C3.10.2.4. FMS items shall be shipped by a carrier that can provide evidence of shipment or proof of delivery in compliance with the DTR (reference (b)).²

C3.10.2.5. Regulations, such as the DoD Federal Acquisition Regulation Supplement (DFARS) Volume III, Appendix F, Material Inspection and Receiving Report (reference (i)), for procurement documents and independent service requirements, mandate that the elements listed below be provided on shipping documents for use by the freight forwarder. The freight forwarders use this information to obtain insurance,

² Refer to Definition and Terms for clarification

and identify the material for the export license. Every effort should be made to ensure that the following information is provided on shipping documents.

C3.10.2.5.1. Requisition Document Number

C3.10.2.5.2. FMS Case Identifier Number

C3.10.2.5.3. Unit Price/Total Price

C3.10.2.5.4. Quantity

C3.10.2.5.5. National Stock Number/Part Numbered Description

C3.10.2.5.6. Project Code (if applicable)

C3.10.3. Prior to selecting the appropriate address; the shipper must consider shipment size, destination, classification, type of material, deliver term code, and priority.

C3.11. MAPAD ADDRESS FORMAT FOR FMS

C3.11.1. The country address pages are formatted as shown in Figure C3.F1.. In the following sections and paragraphs we will review each column and examine what information is found in that column and how the information will be used.

Figure C3.F1. Heading of Country Address Page

MAPAD	TAC	CLEAR TEXT ADDRESS	SII	WPOD	APOD	EFF DATE	DEL DATE	MAPAD	TAC	CLEAR TEXT ADDRESS	SII	WPOD	APOD	EFF DATE	MAPAD
-------	-----	--------------------------	-----	------	------	-------------	-------------	-------	-----	--------------------------	-----	------	------	-------------	-------

C3.11.2. Data Elements Used To Construct MAPACS For FMS. There are only five data fields that are required within FMS to construct a ship-to-MAPAC and a mark-for-MAPAC. These data elements are taken from both the requisition document number and supplementary address (see appendix AP5). A MAPAC shall have six positions for the purpose of integrating the code into Component logistics systems. This is accomplished by zero filling the non-significant record positions (RP). Listed below are the five data elements that are used to construct the FMS ship-to and mark-for MAPACs.

C3.11.2.1. Requisition Document Number

C3.11.2.1.1. RPs 31-32, the second and third positions, shall contain the country/international organization codes (see country code reference on DoDAAD committee's page: <https://dla-dev.hq.dla.mil/j-6/dlms/Programs/Committees/DoDAAD/default.asp>). Country codes are shown by

alpha characters. International organizations are shown with an alpha in RP 31 and a numeric in RP 32.

C3.11.2.1.2. RP 33, the fourth position, shall contain the mark-for code. The alpha/numeric code indicates the final destination address of the material (MILSTRIP reference (c)). When the country does not identify a valid mark-for code, a numeric zero shall be shown in RP 33.

C3.11.2.2. Supplementary address

C3.11.2.2.1. RP 45, the first position, shall contain the code designating the customer country's requisitioning Service. B= Army; P= Navy; D= Air Force; K= Marine Corps; T= other than Army, Navy, Air Force, or Marine Corps. RP 30 (first position of the requisition number) usually contains these same Service codes. The difference is that RP 30 indicates the U.S. Military Service that manages or is responsible for the FMS case. In constructing MAPACs for the ship-to and mark-for address, only the customer country's Service code (RP 45) will be used. The U.S. Service code (RP 30) shall be used to show the appropriate freight forwarder/Service assistance office if any problems arise. It is possible for RPs 30 and 45 to have different Service codes. For example, if the requisition number begins with BATL4V and the supplementary address is DA2KBM, the shipper would use the "D" (customer country's Air Force code) from the supplementary address to construct the ship-to/mark-for MAPACs; but would contact the U.S. Army ("B") for assistance, if required.

C3.11.2.2.2. RP 47, the third position, shall contain an alpha/numeric code to designate the customer country's freight forwarder or designated recipient of material.

C3.11.2.2.2.1. If code X appears in RP 47, the shipment is to be made through the DTS to a designated address with no freight forwarder involvement. This address can be identified by the use of RP 33 to construct the MAPAC. Shipments moving through AMC/SDDC /MSC must have an in-the-clear address or mark-for code. For example, if movement is via AMC/SDDC/MSC and there is a numeric zero in RP 33, the in-the-clear address or customer code shall be obtained prior to shipment. Contact your appropriate freight forwarder/Service assistance office for this information.

C3.11.2.2.2.2. If code W appears in RP 47, the shipment is to be made to an intermediate point (e.g., an item being shipped to a facility for calibration prior to final delivery to country) and the in-the-clear address shall be provided. If the in-the-clear address is not provided, the shipper must call the freight forwarder/Service assistance office for the in-the-clear address or appropriate code.

C3.12. CONSTRUCTION OF MAPACS FOR FMS

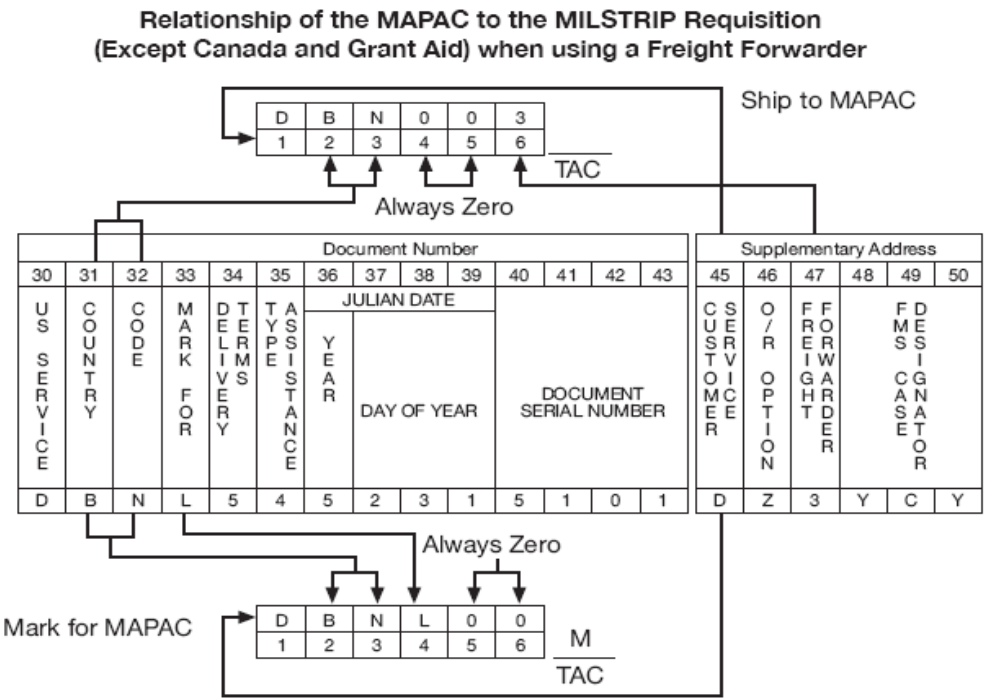
C3.12.1. The ship-to CONUS MAPAC is constructed by taking the code in RP 45 (FMS country's Military Service); RPs 31 and 32 (two-digit code to identify the

country/international organization (see country code reference on DoDAAD committee's page: <https://dla-dev.hq.dla.mil/j-6/dlms0/Programs/Committees/DoDAAD/default.asp>); next, add two zeros (the non-significant record positions explained in C2.3.1 above) and then show RP 47 (the freight forwarder/designated representative code).

C3.12.2. The mark-for MAPAC is constructed by taking the code in RP 45 (FMS country's Military Service); RPs 31 and 32 (two-digit code to identify the country/international organization (see appendix AP6)); RP 33 (the code identifying the final destination of the material); and then add two zeros (the non-significant record positions).

C3.12.3. Figure C3.F2. is an example of how the ship-to and mark-for MAPACs are constructed and how important is the placement of the zeros for the non-significant record positions. The MAPAC appears as a six-position code in the MAPAD. It is constructed from selected codes located in various data fields of the requisition. Specifically, requisition record positions 31, 32, 33, 45, 46, and 47 provide all the information necessary to construct a MAPAC when shipment is made through a freight forwarder. A MAPAC does not exist as a discrete entity without a defining Type Address Codes (TAC). The TAC further defines the clear-text address to be used. Figure C3.F2 is an illustration of two FMS MAPACs constructed from applicable entries in a requisition. This is necessary when a shipment is made through the FMS customer's freight forwarder. The freight forwarder's address is represented by the ship-to MAPAC and the final destination address is represented by the mark-for MAPAC. The numbers 30-50 indicate record positions. The row of alphanumeric characters represents the applicable codes inserted in each record position by the originator of the requisition.

Figure C3.F2. Example of FMS MAPAC Ship-To/Mark-For



C3.12.4. Figure C3.F3. is a sample MAPAD address listing for Australia. Note: the clear text address is based on the use of specific TAC codes.

Figure C3.F3. Example of Country Address Page for Australia

MAPAC	TAC	CLEAR TEXT ADDRESS	SII	WPOD	APOD	EFF DATE	DEL DATE
BATL00	M	AUSTRALIAN ARMY 31 SUP BN BANDIANA VIC AUSTRALIAN				89039	
BATL00	1	CHIEF FMS USDAO AMERICAN EMBASSY APO SAN FRANCISCO CA 96404				88326	
BATL00	2			VC1	RCM	88326	
BATL00	4	CHIEF FMS USDAO AMERICAN EMBASSY APO SAN FRANCISCO CA 96404				88326	
BATL00	5	CHIEF FMS USDAO AMERICAN EMBASSY APO SAN FRANCISCO CA 96404				88326	
BATL00	6	CHIEF FMS USDAO AMERICAN EMBASSY APO SAN FRANCISCO CA 96404				88326	
BATL02	9	DELETE USE MAPAC BATL00 ADDRESSES	S				90021
BATL02	A		S			89109	
BATL02	B		S			89109	
BATL02	C		S			90101	
BATL02	D					90101	
BATL02	1	AUSTRALIAN MATERIAL DEPOT 135 DUFFIELD STREET JERSEY CITY NJ 07306				88109	
BATL02	2	AUSTRALIAN MATERIAL DEPOT 135 DUFFIELD STREET JERSEY CITY NJ 07306	A			88109	
BATL02	2	AUSTRALIAN MATERIAL 301 SWIFT AVENUE SOUTH SAN FRANCISCO CA 94808	A				
BATL02	3	OFFICE OF NAVAL ATTACHE EMBASSY OF AUSTRALIA 1601 MASSACHUSETTS AVE NW WASHINGTON DC 20036				88181	
BATL02	4	NAVAL SUPPLY SYSTEMS ROYAL AUSTRALIAN NAVY BUILDING "M" RUSSELL OFFICE CANBERRA ACT AUSTRALIA 2600				88101	
BATL03	9	DELETE USE MAPAC BAT002 ADDRESSES				89326	

C3.13. CONSTRUCTION OF CANADIAN MAPACs FOR FMS. Since Canada has no freight forwarders in the CONUS, their ship-to and mark-for addresses are the same; therefore, shipments are made directly to the in-country destination point. Because of this, the Canadian requisition number and supplementary addresses are different to accommodate the unique construction of their MAPACs. To construct a Canadian MAPAC, use the Service code from RP 45 (the first position of the supplementary

address); next RPs 31 and 32 (two-digit country code); next RP 33 (zero filled); and finally, RPs 46 and 47 from the supplementary address. (See Figure C3.F4.)

Figure C3.F4. Example of FMS MAPAC Construction for Ship-To for Canada

DOCUMENT NUMBER									SUPPLEMENTARY ADDRESS											
30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
U S S E R V I C E	C O U N T R Y C O D E		C U S T O M E R	D E L I V E R Y T E R M	T Y P E A S S I S T A N C E	C A L E N D A R Y E A R	J U L I A N	D A Y	D A T E	S E R I A L			N U M B E R	C O U S T O M E R S E R V I C E	O F F E R / O P T I O N R E L E A S E	F R E I G H T F O R W A R D E R	F M S	C A S E	D E S I G N A T O R	
B	C	N	O											B	C	A	C	A	B	

C3.14. TYPE OF ADDRESS CODES (TACs) FOR FMS

C3.14.1. The type of address codes (TACs) (see appendix AP3) as used in this manual identify the type of address to be used in the shipment/distribution of material/documentation. This is to differentiate between the use of TAC as an acronym in other DoD publications. There are 13 TACs listed in appendix AP3; however, not all of the TACs will be used in the MAPAD at the same time, but may be used in combination. The user shall determine what combination of TACs is appropriate.

C3.14.2. The Figure C3.F5. is a brief description of nine of the 13 TACs (see section C3.21. for the four remaining TACs to be used in shipping classified material):

Figure C3.F5. TAC Descriptions

TAC	SUMMARY EXPLANATION
M	A clear text mark-for address
1	Unclassified material moving by small parcel carrier to a CONUS/OCONUS destination must be shipped by a carrier that can provide evidence of shipment or proof of delivery in compliance with DoD 4500.32-R (reference (b)). ³
2	Unclassified material moving by surface or air freight carrier must be shipped by a carrier that can provide evidence of shipment or proof of delivery in compliance with DoD 4500.32-R (reference (b)). ⁴
3	For sending a Notice of Availability (NOA), if required. (See paragraph M below for classified shipment.)
4	For sending supply and shipment status.
5	For sending copies of the release/receipt documents containing the shipment information on TAC 1 shipments; and will only be published if different from TAC 1.
6	For sending copies of the release/receipt documents and bills of lading on TAC 2 shipments; and will only be published if different from TAC 2.
7	Identifies address to receive billing other than the ship-to address. (When this TAC is used, the no recourse claim in section 7 of a CBL is executed).
9	Identifies a deleted MAPAC and will indicate the MAPAC to be used.

³ Refer to footnote on page C2-2

⁴ Refer to footnote on page C2-2

C3.15. SPECIAL INSTRUCTION INDICATORS (SIIs) FOR FMS

C3.15.1. SIIs are coded in the SII column to indicate instructions to be used in shipping material or sending documentation to a particular address. (See appendix AP2.)

C3.15.2. Only the SII "S" shall be shown in clear text or narrative form. This information is listed at the beginning of each country section. The clear text SIIs are a means by which customer countries place their unique requirements in the MAPAD; such as political considerations, circumstances peculiar only to one country; a country that has negotiated their own freight rates with a carrier, etc. These instructions must be adhered to by the shipper. The appropriate freight forwarder service assistance office must be contacted if problems arise in executing the specific SII. (See Figure C3.F6.)

Figure C3.F6. Example of SII Instructions

MAPAC	TAC	SPECIAL INSTRUCTIONS
BAT001 BAT003 DAT00A DAT00B DAT00D DAT00F	1 1 1 1 1 1	a. For material sourced from CONUS, ship to Australian Government Cargo Office 485 Valley Drive Brisbane CA 94005-1293
DEATH DAT002 DAT003 DAT005 DAT007 DAT008 PAT002 PAT003	1 1 1 1 1 1 1 1	b. For material sourced from Canada, ship to MSAS Cargo International Montreal International Airport Cargo Rd Building 1 Dorval Quebec Canada H4Y 1A9
BAT002 BAT003 DAT00A DAT00B DAT00C	2 2 2 2 2	a. Emery Worldwide deferred service is to receive first preference As the receiving carrier for all shipments (Issue Priorities 01 Through 03). See subparagraph e., below.
DAT00D DAT00F DEATH DAT002 DAT003	2 2 2 2 2	b. Viking Freight Systems is to receive first preference as the Receiving carrier for all shipments originating in the state of California (Issue Priorities 04 through 15). See subparagraph e., below.
DAT005 DAT006 DAT007 DAT008 PAT002	2 2 2 2 2	c. Yellow Freight is to be given first preference as the receiving carrier for all shipments originating in all states other than California (Issue Priorities 04 through 15). See subparagraph e., below.

C3.15.3. SII, 'S' requires identification of applicable MAPACs and TACs with clear text special instructions as shown in Figure C3.F6.

C3.16. WATER AND AERIAL PORTS OF DEBARKATION CODES FOR FMS. These codes indicate the water port or airport of discharge to which FMS shipments will be sent under DTCs 6, 7, and 9. The shipments shall be moved through the DTS to the in-country ports. In the case of DTCs 6 and 9, port personnel shall notify the ultimate consignee to pick up the material or make arrangements for delivery of the shipment to destination. In the case of DTC 7, the U.S. Government is obligated to transport the material to the customer's in country mark-for address.

C3.17. EFFECTIVE DATE AND DELETION DATE FOR FMS. This is a date when the MAPAC is effective and/or the date it is deleted. The deleted record shall remain in the file for 5 years after it is deleted to allow the pipeline to be flushed. Changes shall take effect when the current date matches the effective date.

C3.18. OFFER/RELEASE OPTION CODE FOR FMS

C3.18.1. The MILSTRIP data elements outlined above were those elements required to construct MAPACs. However, there are additional elements to be used in the movement of FMS material. RP 46, the second position of the supplementary address, is called the offer/release option code and identifies whether or not an NOA is needed prior to shipment. See section C3.21. for instructions on shipping classified material.

C3.18.2. If RP 46 shows an alpha "A," the shipment shall be released automatically to the freight forwarder or designated recipient of the material. This means the shipment should not be classified, sensitive, hazardous, explosive, oversized, over 20,000 pounds gross weight, and needs no special handling. Review individual Component regulations for additional requirements in using NOAs. When the requisition is constructed and entered into the supply system, the exact size of an item or what the quantity shall be at the time of actual shipment may be unknown. For example, there is a possibility a shipper could have an "A" code in RP 46 and the shipment is moving in a truckload lot. If this should happen, disregard the "automatic" shipment code and send the TAC 3 address an NOA under the guidelines of a code "Y" (see paragraph C3.18.3.) because the offer/release code "A" is not absolute.

C3.18.3. When RP 46 contains an alpha "Y," the shipment must not be released until an NOA is forwarded to the TAC 3 address. If a reply to the NOA is not received within 15 calendar days from the date of the notice, the shipment shall be released to the appropriate TAC 2 address with no further action by the shipper.

C3.18.4. When RP 46 contains an alpha "Z," an NOA shall be forwarded to the TAC 3 address; however, shipment must not be made until a response from the NOA is received. If no response has been received in 15 calendar days, a follow-up shall be sent. If no response is received within 15 calendar days of the follow-up, the appropriate DoD Component, as identified in RP 30 of the requisition, shall be notified.

C3.18.5. A code "X" in RP 46 means the United States is responsible for transportation and no NOA is required.

C3.19. DELIVERY TERM CODES (DTCs) FOR FMS. Delivery term codes identify the Department of Defense's and the purchasing country's responsibility for transportation and handling costs. The Figure C3.F7. is a summary of those responsibilities for shipments originating in the CONUS. Figure C3.F8., is a summary of the responsibilities for shipments of repairables originating overseas, moving to the CONUS, and returning overseas. See appendix AP4 for a more detailed explanation of DoD responsibility for CONUS originated FMS shipments.

Figure C3.F7. Summary of DoD Responsibility For Shipments Originating From CONUS Locations.

DTC	DoD DELIVERS
2	To a CONUS inland point (or Overseas inland point when the origin and destination are both in the same geographic area)
3	At the CONUS POE alongside the vessel/aircraft
4	At the point of origin (customer country has full responsibility) and usually forward collect to a country freight forwarder
5	At the CONUS POIE on the inland carrier's equipment
6	At the overseas POD on board the vessel/aircraft
7	At the overseas inland destination onboard the inland carrier's equipment
8	At the CONUS POE on board the vessel/aircraft
9	At the overseas POD alongside the vessel/aircraft

Figure C3.F8. Summary Of DoD Responsibility For Shipments Originating Overseas.

DTC	FROM	THROUGH	TO
A	Overseas POE	CONUS destination	Overseas POD on board the vessel/aircraft
B	Overseas POE	CONUS destination	Overseas POE on board the vessel/aircraft
C	CONUS POD on board the vessel/aircraft	CONUS destination	Overseas POE on board the vessel/aircraft
D	CONUS POD on board the vessel/aircraft	CONUS destination	Overseas POE on board the vessel/aircraft
E	Customer country has complete responsibility		
F	Overseas inland point	CONUS destination	Overseas inland destination
G	Overseas POE	CONUS destination	Overseas POD alongside vessel/aircraft
H	CONUS inland point (Classified material)		CONUS POE alongside vessel/aircraft
J	CONUS inland point (Classified cryptographic Material)		Overseas inland destination

C3.20. PRIORITIES FOR FMS. FMS customer countries are assigned Force Activity Designator (FAD) codes the same as the DoD Components. FMS material shall be transported in accordance with all the requirements and conditions of the UMMIPS, DoD 4410.6 (reference (f)) and the DTR (reference (b)).

C3.21. FMS CLASSIFIED SHIPMENTS

C3.21.1. FMS classified shipments shall be moved utilizing a carrier that is authorized by SDDC to transport classified shipments. These shipments shall be handled under all conditions and requirements governing the movement of US. Government classified material, DoD 5200, 1-R (reference (d)). The following additional conditions apply:

C3.21.1.1. Requisitions that contain a DTC 4 or 8 shall require an NOA. The NOA shall be sent to the country representative listed on the first page of each country section. For Canadian shipments, the NOA shall be sent to the TAC 3 address.

C3.21.1.2. Requisitions for classified items which contain DTCs 2, 3, 5, 6, 7, or 9 should be entered into the DTS for movement, and do not require an NOA.

C3.21.1.3. There are many freight forwarders that have been identified by the DIS as authorized to receive classified material. These freight forwarders are identified by the TACs A, B, C, and D. If these TACs are not listed, classified material shall not be released to that freight forwarder.

C3.21.1.4. Figure C3.F.9. is a summary of the TACs to be used in moving classified material: (See appendix AP3 for a detailed explanation of these TACs.)

Figure C3.F.9. TACS For Classified Material

TAC	SUMMARY EXPLANATION
A	Material classified SECRET moving by small parcel carrier must be shipped by a carrier that can provide evidence of shipment or proof of delivery in compliance with MILSTAMP, DoD 4500.32-R (reference (b)).
B	Material classified SECRET moving by surface or air freight carrier must be shipped by a carrier that can provide evidence of shipment or proof of delivery in compliance with (reference (b)).
C	Material classified CONFIDENTIAL moving by small parcel carrier must be shipped by a carrier that can provide evidence of shipment or proof of delivery in compliance with (reference (b)).
D	Material classified CONFIDENTIAL moving by surface or air freight carrier must be shipped by a carrier that can provide evidence of shipment or proof of delivery in compliance with (reference (b)).

C3.21.1.5. The shipper must send the NOA to the country representative as indicated in the appropriate country introduction page. Shipments of classified material shall not be moved until the following conditions have been met:

C3.21.1.5.1. Identification of a cleared facility.

C3.21.1.5.2. Identification of an authorized designated representative of that country.

C3.21.2. Hardware Only Restriction. For MAPACs that have a hardware only restriction, the SII indicator should be set to S, and the TAC A, B, C and D addresses should be moved to the special instructions, along with the following wording: "HARDWARE ONLY RESTRICTION. This freight forwarder is restricted to hardware only and has no capacity to store classified documents or media."

C3.22. GRANT AID SHIPMENT BACKGROUND AND GENERAL INSTRUCTIONS

C3.22.1. The Grant Aid Program is defined as that portion of the United States Security Assistance Program which provides defense articles and services to recipients on a non-reimbursable or grant basis. MAP Grant Aid is authorized by the Foreign Assistance Act of 1961, as amended (reference (g)).

C3.22.2. The following general instructions are to be used to ship Grant Aid items:

C3.22.2.1. Grant Aid shipments are normally moved through the DTS so there is no requirement for an NOA.

C3.22.2.2. Generally, there are no freight forwarders involved in Grant Aid shipments.

C3.22.2.3. For Grant Aid shipments, data elements from the requisition document number and first position of the supplementary address shall be used for both the ship-to and mark-for MAPACs.

C3.23. DATA ELEMENTS TO CONSTRUCT MAPACs FOR GRANT AID

C3.23.1. There are significant differences between constructing FMS and Grant Aid MAPACs. For Grant Aid there are only three data elements in the requisition that are required to construct the MAPAC. With Grant Aid requisitions, as with FMS, the MAPACs must contain six positions in order to be integrated into the U.S. DoD logistics systems.

C3.23.2. Listed below are the data elements to be used to construct the ship-to/mark-for MAPACs:

C3.23.2.1. Requisition Document Number

C3.23.2.1.1. RPs 31-32, second and third positions, will contain the country code. (See appendix AP6.)

C3.23.2.1.2. RP 33, fourth position, will contain the mark-for code.

C3.23.2.2. Supplementary Address. Unlike FMS, the Grant Aid supplementary address shall always contain alpha code "Y" in RP 45. However, in locating the MAPACs in this directory, the "Y" code shall be converted to an "X." RP 30, first position of the requisition document number, shall still show the appropriate code to indicate the DoD Component managing the case. These codes are: B = Army; D = Air Force; P = Navy; K = Marine Corps; T = other than Army, Navy, Air Force, or Marine Corps.

C3.24. CONSTRUCTION OF MAPACs FOR GRANT AID. The ship-to/mark-for MAPAC is constructed by taking the "Y" code in RP 45 and converting it to an "X"; RPs 31-32 (two-digit country code); and RP 33 (final destination address); and then add two zeros (non-significant record positions). Use Figure C3.F10. as an example of how the ship-to/mark-for MAPACs are constructed.

Figure C3.F10. Example of Grant Aid MAPAC From the Requisition

DOCUMENT NUMBER														SUPPLEMENTARY ADDRESS					
30	31	32	33	34	35	36	37	38	39	40	41	42	43	45	46	47	48	49	50
U S S E R V I C E	C O U N T R Y C O D E	C U S T O M E R	D E L I V E R Y T E R M	T Y P E A S S I S T A N C E	Y E A R	DATE			S E R I A L	N U M B E R			M A P I N D I C A T O R	P R O G R A M Y E A R	R E C O R D	C O N T R O L	N U M B E R		
						D A Y													
B	KS	T	0	1	8	1 9 2			1 2 3 4				Y	8	A	O 4 7			

C3.25. TACs FOR GRANT AID. When making Grant Aid shipments, only five "type of address" codes will be utilized as shown in Figure C3.F11.

Figure C3.F11. Grant Aid TACs

TAC	SUMMARY EXPLANATION
M	Clear text mark-for address.
1	Small parcel carrier ship-to address must be shipped by a carrier that can provide evidence of shipment or proof of delivery in compliance with SAAM, DoD 5105.38-M (reference (e)).
2	Surface freight or air carrier ship-to address must be shipped by a carrier that can provide evidence of shipment or proof of delivery in compliance with reference (e).
3	Supply shipment status information.
9	Indicates a cross-reference MAPAC for deleted MAPAC.

C3.26. SPECIAL INSTRUCTION INDICATORS (SIIs) FOR GRANT AID

C3.26.1. SIIs are coded in the SII column to indicate instructions to be used in shipping material or sending documentation to a particular country. (See appendix AP2.)

C3.26.2. Only the SII "S" shall be shown in clear text or narrative form. This information is listed at the beginning of each country section. These instructions must be adhered to by the shipper. The appropriate freight forwarder/Service assistance office shall be contacted if problems arise in executing the specific SII.

C3.27. WATER AND AERIAL PORTS OF DEBARKATION CODES FOR GRANT AID. Grant Aid shipments will move through the DTS to Grant the in-country ports of discharge. DoD personnel at those ports will notify the ultimate consignee to pick up the material or make arrangements for delivery of the shipment to its destination.

C3.28. EFFECTIVE DATE AND DELETION DATE FOR GRANT AID. This is a date when the MAPAC is effective and/or the date it is to be deleted. MAPACs shall remain on the MAPAD for 5 years beyond the delete date.

C3.29. DELIVERY TERM CODES (DTCs) FOR GRANT AID. There are no DTCs that apply to Grant Aid shipments. The U.S. Government is responsible from point of origin to delivery of material to port of discharge overseas. RP 35 will always contain a numeric zero.

C3.30. PRIORITIES FOR GRANT AID. Grant Aid shipments shall be transported in accordance with the requirements and conditions of UMMIPS, DoD 4410.6, (reference (f)) and the DTR(reference (b)).

C3.31. GRANT AID CLASSIFIED SHIPMENTS. Grant Aid classified shipments shall be moved utilizing a carrier that is authorized by SDDC to transport classified shipments. These shipments shall be handled in accordance with all conditions and

requirements governing the movement of U.S. Government classified material, DoD 5200.1-R (reference (d)). Upon arrival at the overseas port the appropriate government to government transfer procedures shall be implemented.

AP1. APPENDIX 1

SERVICE CODES

NUMBER OF CHARACTERS:	One.
TYPE OF CODE:	Alpha.
EXPLANATION:	Signifies the first position of the MAPAC and identifies the customer Service.

Code	Definition
B	Army.
P	Navy.
D	Air Force.
K	Marine Corps.
T	Other than Army, Navy, Air Force, or Marine Corps.

AP2. APPENDIX 2

SPECIAL INSTRUCTION INDICATORS (SIIs)

NUMBER OF CHARACTERS:	One.
TYPE OF CODE:	Alpha.
EXPLANATION:	Identifies special instructions to be followed for materiel/documentation shipments in sections B and C MAPACs.

SII Code	DEFINITION
A	Materiel/documentation, as indicated by the TAC, will be forwarded to the address nearest the shipping activity. If additional instructions are provided, SII Code "S" applies.
B-C	Reserved.
D	Forward documentation be electronic transmission.
E	Shipments over 10,000 lbs. process with Option Code Z. Shipments less than 10,000 lbs. will be released to the TAC 2 address without processing an NOA. (Note: Special Instruction Code E will not be published for use with a specific address without approval by the appropriate Service/Agency.)
F-R	Reserved.
S	Special instructions involve use of clear text statement or multiple instructions. Such as, preferred carrier, multiple "ship-to" addresses for materiels, or supporting documentation. Also ship to the nearest address (geographically) closest to the shipping activity. Refer to country introduction for the specific requirement(s).
T-Z	Reserved.

AP3. APPENDIX 3

TYPE OF ADDRESS CODES (TACs)

NUMBER OF CHARACTERS:		One.
TYPE OF CODE:		Alphanumeric.
EXPLANATION:		Designates the type of action being taken, e.g., transmitting status, shipping information, transmitting NOAs, or other documentation.
TAC	Explanation	
A	This address, on approval by the proper authority, will receive classified small parcel shipments. The documentation (except NOA) for classified small parcel shipments will be sent to the same address as the shipment unless specific instructions are provided by the Services/Agencies. (Note: All TAC A addresses listed in this directory are cleared to receive/process shipments classified through SECRET.)	
B	This address, on approval by the proper authority, will be used when surface or air freight is selected as the mode of transportation for shipment of classified materiel. The commercial (collect) bill of lading (CCBL)/Government bill of lading (GBL) for a classified freight shipment will be sent to the same address as the shipment unless other specific instructions are provided by the Services/Agencies. (Note: TAC B addresses listed in this directory are cleared to receive/process shipments classified through SECRET.)	
C	This address, on approval by the proper authority, will receive classified small parcel shipments. The documentation (except NOA) for classified small parcel shipments will be sent to the same address as the shipment unless specific instructions are provided by the Services/Agencies. (Note: All TAC C addresses listed in this directory are cleared to receive/process classified through CONFIDENTIAL.)	
D	This address, on approval by the proper authority, will be used when surface or air freight is selected as the mode of transportation for shipment of classified materiel. The commercial bill of lading (CBL)/Government bill of lading (GBL) for a classified freight shipment will be sent to the address as the shipment unless other specific instructions are provided by the Services/Agencies. (Note: All TAC D addresses listed in this directory are cleared to receive/process shipments classified through CONFIDENTIAL.)	
E-L	Reserved.	
M	This address will be used as a mark-for on freight shipments. Mark-for addresses will be placed on small parcel labels in such a manner as to prevent small package carrier problems in identifying ZIP and APO/FPO codes. The fourth position of the MAPAC will contain an alphanumeric code to designate an in-country destination. This code will be the same as the code in RP 33 for the MILSTRIP requisition.	
N-Z	Reserved.	
1	This address will receive unclassified shipments moving by small parcel carrier or shipped by carrier that can provide evidence of shipment or proof of delivery in compliance with MILSTAMP, DoD 4500.32-R (reference (b)). Packages moving through the State Department pouch room will not exceed 40 pounds, 26 inches length, or 62 inches length plus girth. For additional guidance on use of diplomatic pouch mail see chapter 1, paragraph 1.h. TAC 5 is the same address as TAC 1 unless published differently.	

TAC	Explanation
2	This address will be used when surface or air freight is selected as the mode of transportation for shipment of unclassified materiel. Note that more than one TAC 2 address may be reflected for the same freight forwarder MAPAC. In this case, the MAPAD will contain an SII code "A" which directs forwarding of the material/documentation to the address closest to the shipping activity. The clear text address field may contain the overseas address of the civil airport to be used for commercial air shipments if commercial air is authorized. TAC 6 is the same as TAC 2 unless published differently.
3	This address will be used when the option code (Y or Z in RP 46 of the requisition) requires an NOA prior to shipment. For Option Code Z, followups on NOA will also be sent to this address. Option Code A shipments which are of weight or dimensions which could cause receiving/storage problems, or perishable, hazardous, classified, or require special handling will be handled as Option Code Z because of the peculiar handling/controlled nature required by the type of materiel being shipped. For a classified shipment, send the NOA to the receiving country Service representative. In response to the NOA, the country representative must specify, by name, the person who will receive and sign for the shipment at the TAC, A, B, C, or D address. But, should there be no reply to the followup, the Service focal point will be advised of the problem for Army and Air Force sponsored shipments; the Navy Freight Forwarder Assistance Office will be advised for Navy and Marine Corps sponsored shipments. If the address provided by the country representative to receive a classified shipment is other than a TAC A, B, C, or D address, the Service focal point will be contacted for guidance. The MTMC will contact the country representative for coordination in processing export release requests for classified materiel moving under a Delivery Term Code 8. The applicable freight forwarder will also be contacted by MTMC for coordination in processing export release requests for sensitive materiel moving under a Delivery Term Code 8.
4	This address will be used for distribution of supply and shipment status documents. Addresses may be listed for forwarding documents by mail or electronic transmission. SII "D" indicates the address to be used for forwarding documents by electronic transmission.
5	This address will be used for distribution of documentation for unclassified shipments delivered by a small parcel carrier. The documentation may be DD Form 1348-2 ¹ , DoD Single Line Item Release/Receipt Document, or DD Form 1348-1A, Issue Release/Receipt Document; DD Form 250, Material Inspection and Receiving Report; or any forms used for release/receipt. The TAC 5 address will only be published when it is different from the TAC 1 address.
6	Documentation (release/receipt) for automatic freight shipment will be forwarded to this address. Documents that may be distributed to this address may include DD Form 1348-2, Issue Release/Receipt Document with Address Label; DD Form 1348-1A, Issue Release/Receipt Document; DD Form 250, Material Inspection and Receiving Report; or any forms used for release/receipt of shipments. The TAC 6 address will only be published when it is different from the TAC 2 address.
7	This address will be used to identify the activity responsible for payment of transportation charges for shipments made on collect commercial bills of lading or other types of collection delivery methods. The TAC 7 address will be established only when TACs A, B, C, D, 1, and 2 addresses (ship-to) are not authorized to make such payments (the freight forwarder is permitted to change this address as long as it remains within the freight forwarder's operation).

¹Effective November 1, 1991, the DD Form 1348-1A, Issue Release/Receipt Document, became the primary document to issue, release, and receive materiel; however, you may continue to use the DD Form 1348-1, DoD Single Line Item Release/Receipt Document, until all stocks are exhausted, but no later than November 1996.

TAC	Explanation
8	Reserved.
9	TAC 9 indicated that the addresses for this MAPAC have been deleted; however, the MAPAC will remain in the directory to provide a reference to another MAPAC which will be used in processing documents that contain the deleted code. It can also provide reference to special instructions for processing documents containing the deleted MAPAC. The deleted entry will remain in the MAPAD for a period of 5 years.
MAP GRANT AID	
TAC	EXPLANATION
A-L	Reserved.
M	TAC M identifies that clear text mark-for address which will be used on freight shipments. Mark-for addresses will be placed on small parcel labels in such a manner as to prevent post office problems in identifying ZIP and APO/FPO codes. The fourth position of the MAPAC will contain an alphabetic or numeric code to designate the mark-for address. This code will be the same as the code in RP 33 of the MILSTRIP requisition.
N-Z	Reserved.
1	This address will receive shipments moving by a carrier that can provide evidence of shipment or proof of delivery in compliance with MILSTAMP, DoD 4500.32-R (reference (b)). Because Grant Aid materiel moves by DTS, shipments of both classified and unclassified materiel is included.
2	The WPOD and APOD codes will be used to obtain the appropriate destination when surface or air freight is selected as the transportation mode. In addition to the selected destination, the TAC M address will be used as a mark-for address to consign materiel shipments. The clear text address field will contain the name and geographical location of the civil airport to be used for commercial air shipments if commercial air is authorized.
3	This address will be used for distribution of supply status, shipment status documents, and copies of release/receipt document. Addresses may be listed for forwarding documents by mail and/or electronic transmission. When SII "D" is used, indicating documents should be forwarded by electronic transmission, a mail address will also be included for distribution of copies of release/receipt documents and other documents not readily transmitted by electronic transmission, and for distribution of all documents in the event of a MINIMIZE.
9	TAC 9 indicates that the addresses for this MAPAC have been deleted; however, the MAPAC will remain in the directory to provide a reference to another MAPAC which will be used in processing documents that contain the deleted MAPAC. It can also provide a reference to special instructions for processing documents containing the deleted code. The deleted entry will remain in the MAPAD for a period of 5 years.

AP4. APPENDIX 4

DELIVERY TERM CODES (DTCs)

NUMBER OF CHARACTERS:	One.
TYPE OF CODE:	Alphanumeric.
EXPLANATION:	Designates DoD/purchasing country's responsibility for transportation and handling cost.
a. Detailed explanation of DoD responsibility for CONUS originated FMS shipments.	
DTC	EXPLANATION
2	Delivery to an inland destination with origin and destination in CONUS or origin and destination in the same overseas geographic area. The DoD is responsible for transportation to the specified destination at which the customer is responsible for unloading, accepting custody, and subsequent onward movement. Expenses to DoD for accessorial costs are reimbursable. This code, which has limited use, is normally associated with shipments such as training items sent to DoD Activities foreign officers or excess materiel of one country filling a requirement of another country in the same geographic area.
3	Delivery to a point alongside vessel or aircraft at the POE (FAS), port of embarkation (FAS POE). The DoD is responsible for transportation to a point within reach of the ship's tackle or alongside the vessel/aircraft. The customer is responsible for loading aboard the vessel/aircraft and subsequent onward movement. Expenses to DoD for accessorial costs are reimbursable. This code has limited use.
4	Delivery at the origin. The materiel is made available to the customer at the point of origin (usually a depot, vendor's loading dock, or a disposal activity). The customer is responsible for all transportation and related costs. Accordingly, the shipment is sent to a freight forwarder designated by the customer with transportation by prepaid parcel post, on a CBL prepaid by the freight forwarder, or paid for on a collect CBL. (If a TAC 7 address is listed for the MAPAC, a CBL is issued and "billed to" that address rather than sending the shipment collect.) This code is considered the standard code and is applied to most FMS transactions. Offshore procurement. Delivery at origin if customer has provided point to contact for the offshore procured items. If no point of contact is provided, delivery will be at destination. Contractor is responsible for movement to designated freight forwarder or country representative.
5	Delivery to a POE (free on board (FOB)). DoD is responsible for movement to the POE. The customer is responsible for unloading the shipment from the inland carrier at the POE, delivery alongside the vessel/aircraft, and all subsequent onward movement. Expenses to DoD for accessorial costs are reimbursable. This code has limited use and is applied only when prior arrangements for the use of port facilities at the customer's expense have been made.

DTC	EXPLANATION
6	Delivery to an overseas POD. The DoD is responsible for transportation from the point of origin to the overseas POD. The customer is responsible for discharging the vessel/aircraft, port handling, and subsequent onward movement. Expenses to DoD for accessorial costs are reimbursable. Shipments are made on GBLs and in the DTS (including LOGAIR, OUIKTRANS, MAC, MTMC water ports, and/or MSC). Port handling at CONUS and overseas air terminals is provided without direct reimbursement by the customer when shipment is made under actual MAC tariff rates (which include such services). The customer does provide reimbursement for port handling when movement costs are charged using the DoD accessorial rate. At U.S. operated overseas water ports, handling costs are reimbursed according to local agreements between the United States and the customer; at the overseas air and water ports, charges are paid directly by.
	the customer. This code is the standard code for materiel that is the customer restricted from movement to a freight forwarder. This code is normally applied to shipments of firearms, classified and explosive materiel, and in other instances specifically directed in the FMS case agreement.
7	Delivery to an inland point in the recipient country. DoD is responsible for transportation, including transocean and overseas inland movement, from the point of origin, to a specified inland location. The customer is responsible for unloading the shipment from the inland carrier at the specified location and for all subsequent onward movement. Expenses to DoD for accessorial costs are reimbursable. This code has limited use and normally applies to the shipment of materiel to those countries which have no seaports (e.g., Bolivia, Paraguay, Switzerland, and Austria). The shipper provides modes and routing from the origin to the consignee location by GBL or by special arrangement with MAC, MSC, or U.S. military activities within the country for movement from the POD to the consignee location.
8	Delivery onboard a vessel/aircraft at the POE. The DoD is responsible for transportation from the point of origin to the vessel at the POE including unloading from the inland carrier, port handling, and stowage aboard the vessel/aircraft. The customer is responsible for all subsequent onward movement. Expenses to the DoD for accessorial costs are reimbursable. Shipments are made on GBLs. This code is especially applicable for explosive materiel prohibited from movement by a freight forwarder, but which must move through Military-controlled port with onward movement arranged by and coordinated with the country freight forwarder.
9	Delivery to POD. The DoD is responsible for transportation from the point of origin to the overseas POD, including discharge from the vessel/aircraft. The customer is responsible for all subsequent handling and onward movement. Expenses to the DoD for accessorial costs are reimbursable.
b. Detailed explanation of DoD responsibility for FMS repair and return shipments originating from and returning to overseas.	
A	The DoD is responsible for transportation from a designated overseas POE to a CONUS destination and subsequent return to a designated overseas POD. The customer is responsible for overseas inland transportation of materiel to and from the overseas POE/POD and overseas port handling.

DTC	EXPLANATION
B	The DoD is responsible for transportation from a designated overseas POE to a CONUS destination, return to a CONUS POE, and CONUS port handling. The customer is responsible for overseas inland transportation to the overseas POE, overseas port loading, and all return transportation from the CONUS POE to ultimate destination.
C	The DoD is responsible for CONUS port unloading from the customer arranged carrier, transportation to and from a designated CONUS destination, and CONUS port loading of a customer arranged carrier. The customer is responsible for movement of materiel to and from the CONUS POD/POE.
D	The DoD is responsible for CONUS port unloading from the customer arranged carrier, transportation to a CONUS destination, and return to an overseas designated POD. The customer country is responsible for transportation to a CONUS POD, overseas port unloading, and overseas inland transportation to ultimate destination.
E	The customer is responsible for all transportation from overseas point of origin to the CONUS destination and return to an overseas destination.
F	The DoD is responsible for transportation from an overseas inland location to an overseas POE, overseas port handling, transportation to a CONUS POE, CONUS port handling, inland transportation to a designated conus destination, and return to an overseas destination.
G	The DoD is responsible for overseas port handling through an overseas POE, transportation to a CONUS POD, CONUS port handling, inland transportation to a CONUS destination, return to an overseas POD and overseas port handling. Customer country is responsible for overseas inland transportation to and from the overseas POE/POD.
H	The customer is responsible for all transportation from the overseas point of origin to the CONUS destination. The DoD is responsible for return transportation form the CONUS activity to the CONUS POE. The customer is responsible for return CONUS port handling and all transportation to the overseas destination. This code is required for return, repair or exchange, and reshipment of classified materiels.
J	The customer is responsible for all transportation from the overseas point of origin to the CONUS destination. The DoD is responsible for all transportation from the CONUS activity to the overseas destination. This code is required for return, repair or exchange, and reshipment of classified cryptographic materiels.

AP5. APPENDIX 5

MILSTRIP DATA ELEMENTS FOR FMS

NUMBER OF CHARACTERS:	20.
TYPE OF CODE:	Alpha or numeric.
EXPLANATION:	The MILSTRIP requisition document number and supplementary address data elements are used to construct a valid MAPAC.

REQUISITION NUMBER		
Field Legend	Transaction Record Position(s)	Explanation and Instructions
Document Number	30-43	Document number as assigned by the preparing activity.
Service	(30)	(1) For MAP Grant Aid, enter the alphabetical code of the U.S. implementing Service/Agency designated to be the recipient of the MAP order. (2) For FMS, enter the Service code of the Service/Agency maintaining FMS case control.
Country	(31-32)	Appropriate recipient country for FMS and MAP Grant Aid materiel.
(First and Second Position)		
Customer Within Country	(33) (Third Position)	(1) For MAP Grant Aid, enter the one-digit alpha or numeric code to indicate the country recipient and place of discharge within the country. (2) For FMS, enter the one-digit alpha/numeric code that identifies the country's selected mark-for address, which will be a part of shipment container

REQUISITION NUMBER		
Field Legend	Transaction Record Position(s)	Explanation and Instructions
		<p>markings. When RP 46-47 contains code XX, the address identified by the code in RP 33 will be the ship-to address. When code is not applicable, a numeric zero will be entered.</p> <p>(3) An XW entry in RP 46-47 indicates instances where the materiel is to be delivered to an assembly point or staging area. In such instances, in-the-clear shipping instructions will be contained in the remarks portion of the requisitions and related MROs.</p>
Foreign Military Sales Delivery Term	(34) (Fourth Position)	<p>(1) For FMS requisitions, enter the numeric code to identify delivery term for type of shipment.</p> <p>(2) The above entry is not applicable to MAP Grant Aid requisitions. For MAP Grant Aid requisitions, always enter a numeric zero.</p>
FMS and Grant Aid Type of Assistance Financing	(35) (Fifth Position)	The one-digit alpha or numeric code to identify the type of assistance.
Date	(36-39)	Year and three position day of year.
Serial Number	(40-43)	Enter the serial number of the requisition. The number is assigned at the discretion of the requisition initiator and will not be duplicated on any one day.
Supplementary Address	(45-50)	<p>Contains entries indicated below:</p> <p>(1) For FMS, this code must be the service assignment code B, P, D, K, or T.</p> <p>(2) For MAP Grant Aid, enter an alpha Y to indicate that the contents in RP 46-50 are not meaningful to the system, but are to be perpetuated in the ensuing documentation.</p>
Address	(46-47) (First and	(1) For FMS, enter the appropriate type of country FMS offer/release options in RP 46 and FF in RP 47

REQUISITION NUMBER		
Field Legend	Transaction Record Position(s)	Explanation and Instructions
	Second Position)	designated by the recipient country. When the shipments are to be made under U.S.-sponsored transportation, alpha XX will be entered. An XW entry in RP 46-47 indicates the materiel is to be delivered to an assembly point or staging area. In such instances, in-the-clear shipping instructions will be contained in the remarks portion of the requisitions and related MROs.
	(48-50) (Third, Fourth, and Fifth Position)	(2) For FMS, enter the applicable three positions case number assigned to the FMS transaction.
	(46-50)	(3) For MAP Grant Aid in the first position or RP 46, enter the last numeric digit of the International Logistics Program year (i.e., 1991 is expressed as 1, 1992 as 2, etc.). The remaining four RP 47-50 will indicate the program line item (alpha, numeric, or alphanumeric).

AP6. APPENDIX 6

ADDRESS FILE IDENTIFIER

NUMBER OF CHARACTERS:		One.
TYPE OF CODE:		Alpha.
EXPLANATION:		Identifies which MAPAF file will be changed.
Code	EXPLANATION	
F	FMS file to be changed in MAPAF. (Addition, revision, or deletion.)	
G	Grant Aid file to be changed in the MAPAF. (Addition, revision, or deletion.)	

AP7. APPENDIX 7

DOCUMENT IDENTIFIER CODES

NUMBER OF CHARACTERS:	Three.
TYPE OF CODE:	Alphanumeric.
EXPLANATION:	Identifies transactions to logistics system(s) and specific operation to which they apply. Also indicates the intended purpose and use of the transaction data.

Code	Document Title	Explanation
MA1	Addition to MAPAF	Signifies the data to be added to the address file for FMS and MAP Grant Aid.
MA2	Revision to MAPAF	Signifies changes to current information on the address file for FMS and MAP Grant Aid.
MA3	Deletion from MAPAF	Signifies the MAPAC to be deleted from the address file for FMS and MAP Grant Aid.

AP8. APPENDIX 8

ADDITION/REVISION TO MAPAF FOR FMS

(MA1, MA2)

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	(11)	Enter appropriate DI code. a. MA1 (Add). b. MA2 (Revision).
Routing Identifier	4-6	Entered when required for intra-Service/Agency distribution of address data.
Routing Identifier To	4-6	Entered when required for intra-Service/ Agency distribution of address data.
Address File Identifier	7	Code F identifies FMS addresses.
MAPAC	8-13	
Country Service	(8)	Enter appropriate country Service code from appendix A2. This code will be the same one entered in RP 45 of MILSTRIP requisitions and related documents.
Country/Activity	(9-10)	A two-position code identifying the recipient country/international organization or account which is the recipient of materiel. This code will be the same one entered in RPs 31-32 of MILSTRIP requisitions and related documents.
Mark-for	(11)	<p>a. An alphanumeric code that identifies the clear text address of the ultimate consignee. The TAC "M" address will be used as the mark-for, both for shipments through a freight forwarder and through the DTS.</p> <p>b. This code will be the same one entered in RP 33 of MILSTRIP requisitions and related documents.</p> <p>c. If the materiel is moving through a freight forwarder, the mark-for code may be zero, or an insignificant alpha or numeric other than zero and not in the MAPAD. If the materiel is moving through the DTS, the mark-for code must be a valid entry in the MAPAD. If RPs 46-47 of the MILSTRIP requisition contain XW, RP 33 is insignificant and the MAPAD does not apply. The complete ship-to and mark-for addresses must be shown as exception data</p>

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
Consignee Freight Forwarder	(12-13)	<p>a. Will contain a code in RP 13 to identify the country representative or freight forwarder. This code will be the same one entered in RP 47 of requisitions and related documents. Normally, this would be a different code for each country representative and/or each of their freight forwarders. A numeric zero appears in position 12 for all countries except Canada.</p> <p>b. Will contain an alphanumeric code in RPs 12-13 to identify the country representative for Canada. This code will be the same one entered in RPs 46-47 of MILSTRIP requisition and related documents.</p>
Type of Address	14	Enter appropriate TAC from appendix A4.
Clear-Text Address	15-49	<p>a. Each address is limited to seven lines. Composition of these lines will be in accordance with chapter 1, section J. Each transaction (address line) will be numbered consecutively in RP 80 beginning with one. The last transaction for each address is identified by a nine in RP 79.</p> <p>b. When a TAC 9 transaction is generated and another MAPAC is to be used in processing documents which contain the deleted MAPAC, the replacement MAPAC will be entered in RPs 33-38 of the clear text field.</p>
Special Instructions Indicator	50	Entry in this position indicated that special instructions or cargo exceptions apply to this address. See appendix A3 for SII codes.
Water Port of Debarkation	51-53	<p>a. When FMS shipments are sponsored to overseas destinations by the U.S. Government through the ocean transportation segment of DTS, RPs 51-53 for TACs 2 or B addresses will contain the appropriate overseas WPOD.</p> <p>b. When special instructions or cargo exceptions apply, the appropriate SII code will be entered in RP 50.</p> <p>c. When FMS shipments are made to the country representative, freight forwarder, or other CONUS destinations, these positions will be blank.</p>
Aerial Port of Debarkation	54-56	These instructions for RPs 51-53 apply to APOD entries in these positions
Effective Date	57-61	Ordinal date on which addition or revision is to be effective. Last two digits of calendar year, RPs (57-58), and day of year, RPs (59-61).
Deletion Date	62-66	Ordinal date on which the MAPAC for TAC 9 will be deleted. Last two digits of calendar year, RPs (62-63), and day of year, RPs (64-66).
Blank	71-76	Reserved for future DoD assignment.

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
Freight Forwarder Location	77	When an MAPAC designates multiple locations for consigning shipments and mailing documentation, i.e., east, west, and gulf coast locations, an FFLC will be assigned as follows: code 1 for an east coast location, code 2 for a west coast location, code 3 for a gulf coast location, and a code zero to indicate that the address is the only freight forwarder for the MAPAC.
TAC Sequence	78	When multiple addresses are published within any one FFLC, a TAC sequence code beginning with one will be assigned to each address within that MAPAC, TAC, and FFLC.
Last Line Indicator	79	The last line for each address is identified by a nine in this RP. This position is blank on all records except the last transaction.
Line Sequence	80	Enter code 1, 2, etc., not to exceed 7.

AP9. APPENDIX 9

DELETION TO MAPAF FOR FMS

(MA3)

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter DI Code MA3.
Routing Identifier To	4-6	Enter when required for intra-Service/ Agency distribution data.
Address File Identifier	7	Code F identifies FMS address.
MAPAC	8-13	Code F identifies FMS address.
Country Service	(8)	Enter appropriate country Service code from appendix A2. This code will be the same one entered in RP 45 of MILSTRIP requisitions and related documents.
Country/Activity	(9-10)	A two-position code identifying the recipient country/international organization or account which is the recipient of materiel. This code will be the same one entered in RPs 31-32 of MILSTRIP requisitions and related documents.
Mark-for	(11)	a. An alphanumeric code that identifies the clear text address of the ultimate consignee. The TAC "M" address will be used as the mark-for both for shipments through a freight forwarder and through the DTS.
		b. This code will be the same one entered in RP 33 of MILSTRIP requisitions and related documents.
		c. If the materiel is moving through a freight forwarder, the mark-for code may be zero, or an insignificant alpha or numeric other than zero and not in the MAPAD. If the materiel is moving through the DTS, the mark-for code must be a valid entry in the MAPAD. If RPs 46-47 of the MILSTRIP requisition contain XW, RP 33 is insignificant and the MAPAD does not apply. The complete ship-to and mark-for addresses must be shown as exception data.
Country Representative/Freight Forwarder	(12-13)	a. Will contain a code in RP 13 to identify the country representative or freight forwarder. This code will be the same code which is entered in RP 47 of requisitions and related documents. Normally, this would be a different code for each country representative and/or each of their freight forwarders. A numeric zero appears in RP 12 for all countries except Canada.

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
		b. Will contain an alphanumeric code in RPs 12-13 to identify the country representative for Canada. This code will be the same one entered in RPs 46-47 of MILSTRIP requisition and related documents.
Type of Address	14	Enter appropriate TAC from appendix A4.
Blank	15-56	Leave blank.
Effective Date	57-61	Ordinal date on which the deletion is to be effective. Last two digits of calendar year, RPs 57-58 and day of year, RPs (59-61).
Deletion Date	62-66	Ordinal date on which the MAPAC for TAC 9 will be deleted. Last two digits of calendar year, RPs 62-63, and day of year, RPs 64-66.
Change Number	67-70	A change number assigned by DAASO. RP 67 - calendar year (0-9), RPs 68-70, sequence serial number (001-999).
Blank	71-77	Leave blank.
TAC Sequence	78	When multiple addresses are published within any one FFLC, enter the TAC sequence code of the address to be deleted.
Last Line Indicator	79	The last card for each address is identified by a nine in this position. This position is blank on all transactions except the last transaction.
Line Sequence	80	Enter codes 1, 2, etc., not to exceed 7.

AP10. APPENDIX 10

ADDITION/REVISION TO MAPAF FOR MAP GRANT **AID** **(MA1, MA2)**

Field Legend	Position(s)	Entry and Instructions
Document Identifier	1-3	Enter appropriate DI code: a. MA1 (Add) b. MA2 (Revision)
Routing Identifier (To)	4-6	Entered when required for intra-Service/ Agency distribution of addresses
Address File Identifier	7	Code F identifies FMS addresses.
MAPAC	8-13	
Grant Aid Identifier	(8)	Always code X. No Service assignment code is used for MAP Grant Aid addresses.
Country/Activity	(9-10)	A two-position code identifying the recipient country/international organization or account which is the recipient of materiel. This code will be the same one entered in RPs 31-32 of MILSTRIP requisitions and related documents.
Mark-For	(11-12)	a. An alphanumeric code in position 11 identifies the country customer. This code will be the same one entered in RP 33 of requisitions and related documents. A numeric zero appears in RP 12 for most countries.
		b. An alphanumeric address code in RPs 11-12 identifies certain country customers. This code will be the same one entered in RPs 33-34 of requisitions and related documents.
Sixth Position	(13)	Always contains a numeric zero.
Type of Address	14	Enter appropriate TAC from appendix A4.
Clean-Text Address	15-49	a. Each address is limited to seven lines. Composition of these lines will be in accordance with chapter 1, section J. Each transaction (address line) will be numbered consecutively in RP 80, beginning with one. The last transaction for each address is identified by a nine in RP 79. b. When a TAC 9 transaction is generated and another MAPAC is to be used in processing documents which contain the deleted MAPAC, the replacement MAPAC will be entered in RPs 33-38 of the clear text field.

Field Legend	Position(s)	Entry and Instructions
Special Instructions Indicator	50	An entry in this position indicates that special instructions apply to this address. See appendix A3 for SII codes.
Water Port of Debarkation	51-53	a. The appropriate overseas WPOD will be indicated in these positions of TAC 2 or B addresses. b. When special instructions apply to the POD, the WPOD code will not be entered in RPs 51-53; however, the appropriate SII code will be entered in RP 50.
Aerial Port of Debarkation	54-56	The instructions for RPs 51-53 apply to APOD entries in these positions.
Effective Date	57-61	Ordinal date on which addition, revision, or deletion is to be effective. Last two digits of calendar year, RPs 57-58; and day of year, RPs 59-61.
Deletion Date	62-66	Ordinal date on which the MAPAC for TAC 9 will be deleted. Last two digits of calendar year, RPs 62-63, and day of year, RPs 64-66.
Change Number	67-70	A change number assigned by DAASO. RP 67 - calendar year (0-9), RPs 68-70 sequence serial number (001-999).
Blank	71-77	Reserved for future DoD assignment.
TAC Sequence	78	When multiple addresses are published for the same MAPAC and TAC, a TAC sequence code beginning with one will be assigned to each address for that MAPAC and TAC.
Last Line Indicator	79	The last transaction for each address is identified by a nine in this RP. This is blank on all transactions except the last transaction.
Line Sequence	80	Enter codes 1, 2, etc., not to exceed 7.

AP11. APPENDIX 11

DELETION TO MAPAF FOR MAP GRANT AID (MA3)

Field Legend	Position(s)	Entry and Instructions
Document Identifier	1-3	Enter DI code MA3.
Routing Identifier To	4-6	Entered when required for intra-Service Agency distribution data.
Address File Identifier	7	Code G Identifier Grant Aid addresses.
MAPAC	8-13	
Grant Aid Identifier	(8)	
Country/Activity	(9-10)	A two-position code identifying the recipient country/international organization or account which is the recipient of materiel. This code will be the same one entered in RPs 31-32 of MILSTRIP requisitions and related documents.
Mark-for	(11-12)	<p>a. An alphanumeric code in RP 11 identifies the country customer. This code will be the same one entered in RP 33 of requisitions and related documents. A numeric zero appears in RP 12 for most countries.</p> <p>b. An alphanumeric address code in RPs 11-12 identifies certain country customers. This code will be the same one entered in RPs 33-34 of requisitions and related documents.</p>
Sixth Position	(13)	Always contains a numeric zero.
Type of Address	14	Enter appropriate TAC from appendix AP1.4.
Blank	15-56	Leave blank.
Effective Date	57-61	Ordinal date on which the deletion is to be effective. Last two digits of calendar year, RPs 57-58, and day of year, RPs 59-61.
Deletion Date	62-66	Ordinal date on which the MAPAC for TAC 9 will be deleted. Last two digits of calendar year, RPs 62-63, and day of year, RPs 64-66.
Change Number	67-70	A change number assigned by DAASO. RP 67 - calendar year (0-9), RPs 68-70, sequence serial number (001-999).
Blank	71-78	Leave blank.

Field Legend	Position(s)	Entry and Instructions
Last Line Indicator	79	The last transaction for each address is identified by 9 in this RP. This RP is blank on all transactions except the last transaction.
Line Sequence	80	Enter codes 1, 2, etc., not to exceed 7.

AP12. APPENDIX 12

AUTHORIZED EXCEPTIONS, SPECIAL PROCESSES, AND DELAYED IMPLEMENTATION DATES (INTRODUCTION)

AP3.1. INTRODUCTION

AP3.1.1. DoD policy concerning the implementation of MAPAD procedures is contained in DoD Directive 4140.1 (reference (a)), and is summarized in chapter 3, Policy paragraph 3.2. of this manual.

AP3.12. Separate intra-Service/Agency systems/procedures will not be developed or used unless an authorized exception, special process, or delayed implementation date has been approved by the MAPAD System Administrator in accordance with the DUSD(P&L). The following rationale is applicable only to DIs pertaining to MILSTRIP supply distribution system(s)

AP3.1.3. Requests for exceptions, special processes, or delayed implementation dates will be forwarded by concerned focal CSPs to the MAPAD System Administrator for consideration when it can be demonstrated the MAPAD cannot provide a workable method or procedure or that, for some reason beyond the control of the CSP or concerned Service/Agency, an approved change cannot be implemented on the scheduled date.

AP3.1.4. Requests for exceptions, special processes, or delayed implementation dates will not be granted solely to accommodate existing internal systems and procedures.

AP3.1.5. Requests for exceptions or special procedures will be forwarded to the MAPAD System Administrator by the Service/Agency CSP for review and coordination, if required, with DoD Components, affected Federal Agencies, foreign governments, and industrial organizations and shall provide the following minimum information:

AP3.1.5.1. Narrative description of the basic concept being proposed and reason(s) therefore.

AP3.1.5.2. Known interface and impact requirement with other DLSS and Services/Agencies.

AP3.1.5.3. Advantages/disadvantages of request.

AP3.1.5.4. Proposed wording required

AP3.1.5.5. Starting and ending dates of request.